



Department of Intellectual and Developmental Disabilities
Office of Policy and Innovation
Division of Policy

Position: Administrative Services Assistant 3
(\$2,742 to \$4,386 per month)

Job Location: Nashville, Tennessee

Overall Responsibility (Mission): This position is responsible for assisting the Director of the Policy Division. This position works in collaboration with all members of the Division of Policy and Innovation (Accreditation, Person Centered Practices) as well as members of other DIDD divisions to complete assigned projects in a timely and efficient manner.

Key Responsibilities:

- **Assist the Deputy Director of Policy and Innovation**
 - Serve as the liaison for the planning and policy councils. Duties include:
 - Assisting with planning the logistics, e.g. ordering food, rooms set up and clean up.
 - Preparing meeting agenda and minutes, keeping time during the meeting and coordinating follow-up for future meetings.
 - Communication with council members routinely, organizing planning and policy council information and records.
 - Coordinate processes for new and expired appointments to council.
 - Assist with special projects (e.g. National Core Indicators), which includes pulling accessing project data and creating Excel spreadsheets for tracking information and record keeping. Corresponding with state contracted providers also required.
- **Assist the Director of Policy**
 - Manage Director's Outlook calendar.
 - Schedule meetings as directed; may include coordinating with other DIDD leadership and/or their administrative assistants.
 - Access Director's e-mail account and file electronic or hard copies as directed.
 - Monitor the DIDD Policy Division e-mail account daily and route e-mail to Director or respond directly, when appropriate.

- Update the Living Resume continually based on status updates received from the Director, and Division Policy and Procedure Analysts.
- **Policies and Correspondence**
 - Maintain and continually update the electronic file of the policy index.
 - Maintain and continually update the electronic file of official policy definitions.
 - Maintain electronic and hard copy historical files of policies and associated best practices.
 - Route policies internally or externally as indicated; liaise with Commissioner's Executive Assistant to obtain final signature; coordinate with DIDD Web Developer to ensure publication on DIDD web site.
 - Track policies requiring TennCare approval and send email updates to the DIDD Compliance Division.
 - Prepare Policy Committee agenda, prepare meeting minutes, and distribute to Committee members.
 - Maintain electronic file of the Commissioners' correspondence log; coordinate with Executive Assistants to Commissioner level leadership to provide current memo number, and distribute correspondence when needed.
- **Forms and Documents**
 - Maintain electronic copy of official forms attached to policies.
 - Coordinate with the Executive Assistant to the Deputy Commissioner of Administrative Services, to apply for form numbers.
 - Coordinate with Information Systems staff to revise forms when needed.
 - Create and or revise forms and documents using the approved style.
- **Policy Exemptions**
 - Maintain electronic file of exemption tracking log.
 - Maintain electronic historical files of exemption requests.
 - Route policy exemption requests internally until a final disposition on the request is received.
 - Draft approval letters using the approved template; liaise with Executive Assistant to the Deputy Commissioner of Policy and Innovation to obtain final signature; distribute letter to entity making the request.
 - Upon receiving denial letter prepared by the Director of the Division of Policy, liaise with Executive Assistant to the Deputy Commissioner of Policy and Innovation to obtain final signature; distribute letter to entity making the request.
- **Public Meetings and Hearings**
 - Coordinate with DIDD Office of General Counsel to schedule public meeting or hearing and obtain services of a court reporter.
 - Prepare documents for the public meeting or hearing, e.g., agenda, policies, sign-in sheets.
 - Liaise with DIDD Web Developer to ensure the notice of the public meeting or hearing is published on the DIDD web site 30 days in advance of the meeting.
 - Liaise with the Court Reported to obtain an official transcript of the public meeting or hearing.

- Prepare Excel log of public meeting or hearing comments within one (1) week of the meeting or hearing.
- Maintain a historical folder of all public meeting or hearing documents, e.g., meeting notice, agenda, policies, comments, official responses, and transcripts.
- **Attend Meetings**
 - Attend weekly Division of Policy team meetings.
 - Attend monthly Policy Committee meetings.
 - Attend other departmental meetings deemed necessary by the Director of Policy.

Qualifications:

- Bachelor's Degree.
- Excellent verbal, written, and presentation abilities while incorporating person centered language and departmental viewpoints to the listener.
- Ability to manage multiple projects at one time and produce a quality work product.
- Ability to focus on critical issues to balance and respond to competing priorities.
- Ability to work independently and collaboratively with others to accomplish a given goal.
- Excellent organizational skills and timely completion of duties required.

Salary:

- Commensurate with education and experience.

Anyone interested in applying for this position should send their resume to Dr. Jeanine C. Miller at Jeanine.C.Miller@tn.gov. The deadline for submitting resume and proof of education is **Friday, April 17, 2015 at 2:00 p.m. Central Time.**

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.